

Finance and Administration Cabinet Newsletter
June 13, 2013

### **June is National Safety Month** Annual Safety Awards Celebration, June 18

June is National Safety Month. According to Danny Brooks, Safety Administrator in the Dept. for Facilities and Support Services, everyone needs to take safety precautions throughout every day. Each year he puts together the <u>101 Critical Days</u> of summer, which provides safety tips on all kinds of summer activities—camping, boating, swimming, grilling out, heat and much more. Take a look at this year's safety tips on the Finance intranet site.

In addition to the 101 Critical Days, you'll find all kinds of information from the National Safety Council to educate and celebrate safe and healthy lifestyles. Safety information from weeks one and two is available on the Finance intranet.

Week one focuses on preventing slips and falls in both the home and workplace. Slips, trips and falls unfortunately continue to lead to injuries to state employees. While slips, trips, and falls happen in every workplace, most fall-related injuries happen in the service industry – and most fall-related deaths occur on construction sites. Week two focuses on **Employee Wellness** programs, which can boost morale, improve health and fitness and increase productivity in the workplace. Employee Wellness programs have been shown to reduce absenteeism, staff member turnover rates, and



healthcare costs. It's a key piece of an organization's success. The results of these programs lead to higher productivity, which in the end leads to a more efficient agency.

#### Follow these tips to avoid slips, trips and falls:

- Keep all aisles, stairs and walkways free of clutter.
- Open cabinet drawers are a tripping hazard; keep them closed when you're not using them.
- Turn on the lights before you enter a room. And report any burned-out bulbs to housekeeping as soon as possible.
- Always use handrails on the stairs, and take one step at a time.
- Broken stairs or loose stair coverings? Report them right away!
- Make wide turns around corners, so you can see who's coming.

- If you spot a spill, clean it up or report it immediately.
- Stay away from shortcuts. The route less traveled may be less safe!
- Don't overload take only what you can carry comfortably, and make sure you can see over it.
- When walking on a wet or slippery surface, slow down, take small steps, and keep a hand free for balance.
- Make sure chains, guardrails, or warning tapes are in place around elevated areas.
- Keep all harnesses and other fall protection equipment in working order, and use them correctly

On June 18, the state's Executive Safety Advisory Committee (ESAC) will recognize safety award recipients at its annual event. The celebration will be at 1:30 p.m. in the State Office Building auditorium. The Finance and Administration Cabinet will be receiving 28 awards!

## Reminder – River Sweep 2013 is June 15

If you're interested in participating in this year's river clean up, contact information for county coordinators is available online at www.kra.ky.gov.

Counties participating in River Sweep include:

Bell	Estill	Harlan	Lee	Powell
Boyle	Fayette	Jessamine	Leslie	Rockcastle
Breathitt	Franklin	Kenton	Letcher	Shelby
Clark	Gallatin	Knox	Madison	Wolfe
Clay	Grant	Laurel	Mercer	Woodford

# Personnel Cabinet launches new website for employees, benefit members & job seekers

The Kentucky Personnel Cabinet has launched a new web experience for nearly 33,000 state employees, thousands of job seekers and 275,000 benefit participants. The new site features streamlined content, quick navigation options based on customer needs and advanced search functions. Innovative elements include the automation of select business requests, enhanced online customer support, and reporting functionality for HR system users.

The look and feel has changed, but the address remains the same Personnel.ky.gov.

#### New features include:

- Automation of customer requests and reporting
- Navigation based on customer needs
- Streamlined content, focusing on employee benefits and services
- Advanced search capabilities
- Direct site for new and returning job seekers, <u>Careers.ky.gov</u>

#### Important for agencies to know:

 Be prepared to resave bookmarks. Most of the URLs from the old site will not work on the new site. Please

- review any Personnel Cabinet hyperlinks on agency websites and relink as necessary.
- With any website transition, some information has moved. For questions, feel free to send inquires to the Personnel Cabinet at 502-564-7430.
- There is now a news section, http://personnel.ky.gov/pages/newspage.aspx, which will be updated frequently. Information from agencies about events, employee recognitions or other information is welcome. Send stories and information to Tina.Goodmann@ky.gov.

#### Send Us Your News and Announcements!

We want to hear about your news and updates. The goal is to share news and happenings weekly, so send us your news! To submit information or articles, please send to <a href="mailto:pamela.trautner@ky.gov">Pamela.trautner@ky.gov</a>.

#### The Week in Pictures



# River Sweep Media Day on the Kentucky River

**Left:** Channel 36 TV cameraman filming trash along the river banks.

Right, L-R: Clark County Judge Executive Henry Branham, Winchester City Manager Jay Mathew Belcher, KY River Authority Director Jerry Graves, David Shearer, captain and founding member of Boonesboro Boat Club, Kathy Daniel, Commodore of Boonesboro Boat Club.



# That's a Lot of ... eScrap!!! 3+ Truckloads!

# W O W









**Upper Left:** Second batch of 12 bins filled up with blast-from-the-past, Gateway box! **Upper Right:** Remainder of 30 bins being loaded.

**Left:** Hmmm...directionally challenged???

**Right:** Gordon Sanders, Div. of Surplus Properties, taking a look at the old Polaroid?





**Morning Volunteers L-R:** Jerry McCarty (DOR), Alex Fisher (DOR), Chad Dawson (DOR), Gordon Sanders (Surplus), Teresa Gardner (DOR), Tammy Watts (DOR)



**Middle of photo:** Landscape Branch employees, Jason Hall & Tommy Cummins, help set up bin.



**Below L-R:** Dept. of Revenue employees Johnita Robey, Denise Meece, Derrick Meadows,

**Below:** Can you say a LOAD of old TVs??? This trailer full is only part of the TVs collected. Jason Hall & Derrick Hammond, Landscape Branch,--what are we going to do with all these TVs???.



Morning lineup eager to drop off eScrap.



**Left to Right:** Allen Stucker, Brandon Quinn, Cameron Harrod ,Ryan Reed,Landscape Branch



### Thanks to all the volunteers who helped throughout the day!